

**AN ORDINANCE ADOPTING THE FY 2023 CLASSIFICATION AND PAY PLAN FOR EMPLOYEES OF THE CITY OF PORTSMOUTH, VIRGINIA.**

**WHEREAS**, City Council appropriated funding for the implementation of the City of Portsmouth employee Classification and Pay Plan in its Fiscal Year 2023 Operating Budget.

**BE IT ORDAINED** by the Council of the City of Portsmouth, Virginia:

1. All employees of the City of Portsmouth shall be included in the Classification and Pay Plan with the exception of the following:

- a. Officials elected by the people and persons appointed to fill vacancies in elective offices and employees of Constitutional Offices, unless inclusion of employees of such offices in the Classification and Pay Plan is specifically approved by the City Manager (provided however, that notwithstanding the foregoing, members of City Council are included in the Classification and Pay Plan);
- b. Members of boards and commissions, and other positions appointed by the City Council except for the City Manager, City Attorney, City Clerk, City Assessor and City Auditor;
- c. The Registrar, and persons appointed by the Circuit Court Judges;
- d. Employees of the School Board;
- e. Persons temporarily employed in a professional or scientific capacity, or to conduct a special inquiry, investigation or examination if the Council or the City Manager certifies that such employment is temporary and that the work shall not be performed by employees in the classified service; and
- f. Persons employed in temporary or regular part-time jobs which are not equivalent to jobs included in the Classification and Pay Plan.

2. Subject to the budgetary appropriations established by City Council, the City Manager is responsible for the overall development and implementation of the City's Classification and Pay Plan for all employees, including and not limited to Salary Schedules, and for promulgating policies and procedures for the equitable administration of the plan.

3. The City Manager is authorized to promulgate and administer all provisions which govern salary and classification adjustments for all employees made necessary through the implementation of the Classification and Pay Plan.

4. The City Manager is authorized to establish policies governing the award of any additional compensation to employees in positions exempt from the overtime

provisions of the Fair Labor Standards Act (FLSA) and the circumstances under which such compensation may be made.

5. The City Manager is authorized to develop, administer, and implement the Classification and Pay Plan for all classes of City of Portsmouth employees effective July 9, 2022, and thereafter.

6. Effective July 9, 2022, full-time and part-time general and public safety employees (excluding Constitutional Officers and their employees, temporary, and grant funded employees) who were hired on or before June 30, 2022, may receive a general wage increase up to 5%;

7. There shall be no adjustments of retirement allowances (0%) as prescribed in Sections 30-122 and 30-243 of the Code of the City of Portsmouth, Virginia (2006);

8. That Ordinance No. 2021-32, adopted on May 11, 2021, is hereby repealed.

9. That this ordinance, together with the policies developed by the City Manager in accordance with the terms hereof, constitutes the Fiscal Year 2023 Classification and Pay Plan for the City of Portsmouth.

10. That this ordinance shall take effect on July 9, 2022.

**ADOPTED** by the Council of the City of Portsmouth, Virginia, at a meeting held on May 10, 2022.

Teste:

City Clerk